


BUSINESS CARD SAMPLES

(See instructions on reverse side)


Sample 1 *(one-line title, one address)*

(Please fill in appropriate information)


	ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY
JOHN DOE Staff Scientist	
One Cyclotron Road Berkeley, California 94720	Tel: 510.486.4000 jdoe@lbl.gov
OPERATED BY THE UNIVERSITY OF CALIFORNIA FOR THE U.S. DEPARTMENT OF ENERGY.	

Fonts: Bank Gothic BT & Garamond

Sample 2

	ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY
JANE DOE Staff Scientist Division	
One Cyclotron Road, MS: 50A-444 Bldg. 50A Room 4119 University of California Berkeley, California 94720	Tel: 510.486.4000 Fax: 510.486.4000 jdoe@lbl.gov
OPERATED BY THE UNIVERSITY OF CALIFORNIA FOR THE U.S. DEPARTMENT OF ENERGY.	

Sample 3 *(Two affiliations)*

	ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY
JOHN DOE	
Director, Center for X-ray Operations One Cyclotron Rd., MS 50/444 Berkeley, California 94720 Tel: 510.486.4000 Fax: 510.486.4000 jdoe@lbl.gov	Professor of Engineering Donner Hall, Rm 222 University of California Berkeley, California 94720 Tel: 510.486.6000 Fax: (510) 486-6000 jdoe@lbl.gov
OPERATED BY THE UNIVERSITY OF CALIFORNIA FOR THE U.S. DEPARTMENT OF ENERGY.	

Business Card Request Form

Business cards may be provided to employees:

1. Whose job requires regular interaction with representatives of federal agencies; other contractors; state, local, or foreign governments; private industry; or the general public and
2. For whom a business card would facilitate prompt and efficient communication with such individuals and entities as a representative of Berkeley Lab for DOE.

The printing of these cards must be handled by TEID's General Printing Officer at an approved GPO printing facility. The full text of this policy may be found in RPM SS1.20(C) and viewed on the Web at:
[http://www.lbl.gov/Workplace/Rpm/R1.20.html\\$RTFTtoC5](http://www.lbl.gov/Workplace/Rpm/R1.20.html$RTFTtoC5)

PLEASE FOLLOW THESE GUIDELINES

For Obtaining Camera-ready Art:

1. Fill out the reverse side of this form.
2. Provide the information you want in the right-hand column of the sample you choose.
2. Have your request reviewed and authorized by your Division Head or designee.
3. Mail the request form to **TEID, Front Desk Creative Services, Bldg. 46-125** or Fax it to: **X5333**.
4. Your camera-ready art will be faxed to you for proofing.
5. **You will be asked to proof your camera-ready art carefully, and sign off on a proof prior to printing.**

PRINTING OPTIONS:

☐ OPTION 1

250 cards will be delivered to the requestor's mailstop approximately 15 working days after receipt of sign off proof.

☐ OPTION 2

Camera ready copy, without the DOE disclaimer, will be sent to you for printing at your cost.

Requested by _____
Name Mailstop Date

Authorized by _____
Division Head or Designee Signature Print name Date

(The purpose of this approval is to comply with the California Education Code, which prohibits use of the University's name without permission from the Laboratory Director or his designee, and to avoid possible misrepresentation of the University or the Laboratory.)

Account No. _____ Division _____

(Artwork is provided at your request by the TEID Creative Services Department, X6600.)

**This Business Card Request Form can be obtained via the TEID Website at:
<http://www-library.lbl.gov/teid/tmTeid/downloads/busCardForm.pdf>
or faxed to you by the TEID Front Desk X6765.**